



Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Set up a Free Email Account

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: Understand how to set up an email account and the information requested when setting it up.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Digital Technology	Task Group(s): A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Digital Technology
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B2.2: Write texts to explain and describe information and ideas B3.2a: Use layout to determine where to make entries in simple documents D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen and Paper• Computer with internet access	



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Learner Information and Tasks

Complete the following tasks using the attached document **Setting up a Free Email Account**.

Task 1: Why is it necessary to have an email account?

Task 2: What information will Gmail request when creating an email account?

Task 3: What can you use for your passwords that you cannot use for your username?

Task 4: Why do you have to confirm your password? Explain why you think this is important.

Task 5: Why is important to type in the words displayed in the section *Prove you are not a Robot*.

Task 6: Complete the account sign up form for an email account on the next page.

Task 7: Use the computer to locate Gmail and create an account. Once the account has been created, send an email to your instructor using the subject **Testing**.



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Name		
First	Last	
Username		
@gmail.com		
Password		
Confirm Password		
Birthday		
Month	Day	Year
Gender		
Mobile Phone		
Email Address		
Prove you are not a robot Type the text		
Location		
Country		
<input type="checkbox"/> I agree to the Terms of Service and Privacy Policy		



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Setting up a Free Email Account

In the world of job searching today it has become necessary to have an email account. Many employers will only accept resumes through email. If you don't have an email account you will have to create one. If you don't have a computer at home you will have access to a computer at an employment centre where you will be able to create an email account and it's free.

Setting up a free email account is a straightforward process. There are many options available on the internet to do this. For the purpose of this task we will be using Gmail. Gmail is the email service provided by Google. Most people are familiar with Google even if they have not used it. It is a widely used search engine (a tool that helps you find information on the internet) that provides many services. Some of those services include storage for files, calendars for scheduling and email. Gmail is preferred because it automatically filters spam or junk mail.

There are two ways to locate the website you are looking for.

#1

Go to the Google search engine and type in mail.google.com

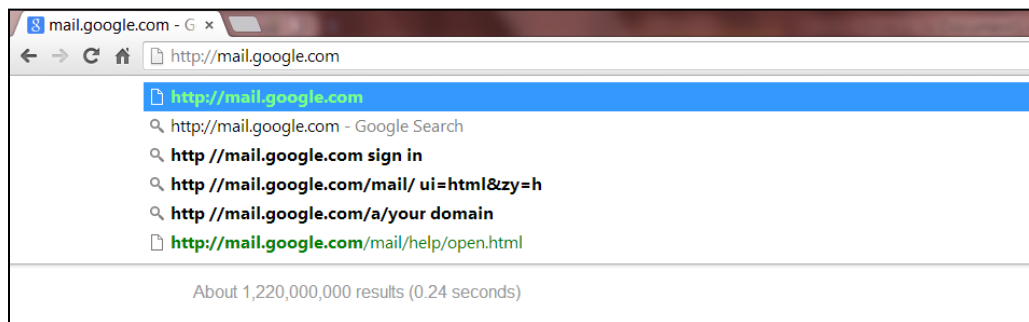
Search the results for mail.google.com and select the correct site

This will take you to the page to sign in or create an account

#2

Type the exact address in the location bar at the top of the screen. <http://mail.google.com>

It will look similar to the picture below. This will take you directly to the website without having to determine the correct website as above.



This will take you to the page to sign in or create an account.

Once you are at the website you will be asked for personal information to create an account. The information requested will include the following:

Your name:

Insert: Use a name in

User name: You may use letters, numbers or periods. You may not use any other symbols. Your user name is your online identity and is the first thing people will see when you send an email. For example, an email that says "lucygoosy@gmail.com" may not be appropriate. Some variation of your name may be appropriate. For example, your



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name may be Lesley so you might use LesterB99 or some other combination. If your username has already been taken don't be discouraged keep trying. Gmail has millions of account users.

Password: Choose a password that contains letters, numbers and symbols. Do not use birthdates, pet names or anything that is related to your personal information. Passwords that are simple for you to remember may be easily cracked by hackers. For Google mail you will need to use at least 8 characters which contain letters, numbers and symbols.

Confirm Password: Anytime you create an account you will be asked to confirm your password. The intent of this is to ensure that you have not made a mistake when typing. If the password does not match it will not let you proceed.

Birthday: This allows Google to provide you with age appropriate settings and will not be displayed without your permission.

Gender: This is used to ensure the content you share has the appropriate term. For example, if you share a photo it will include she/he if you have identified your gender. If you choose "other", it will be gender neutral. For example: it will say that Lester has shared a photo with you.

Mobile Phone: This is optional. Google states that this provides an extra layer of security for your account.

Current Email Address: Google states that this provides an extra layer of security and provides an alternate way of providing you with notifications.

Prove you are not a robot: This field is for typing in the words that are displayed. This is a security protection for Google to ensure that you are an actual person creating an account. There are many automated programs out on the web searching to create fake accounts.

Location: this is the country you live in

I agree to the Google Terms of Service and Privacy Policy: This is a check box that must be complete to set up your new account. If you click on the Terms of Service and Privacy Policy you will be able to read through them entirely.



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Answer Sheet

Task 1: Why is it necessary to have an email account?

Many employers will only accept resumes through email.

Task 2: What information will Gmail request when creating an email account?

Name, Username, Password, Birthday, Gender, Mobile Phone, Current Email, Country (location)

Task 3: What can you use for your passwords that you cannot use for your username?

You can use symbols for passwords but not for usernames.

For passwords - letters, numbers and symbols

For usernames - letters, numbers and periods

Task 4: Why do you have to confirm your password? Explain why you think this is important.

In case you make a mistake typing it in the first time, it will not let you proceed.

If you thought you typed one thing in and had accidentally hit the key beside it you may not know it. Not knowing the correct password would prevent you from signing into your account in the future.

Task 5: Why is important to type in the words displayed in the section Prove you are not a Robot.

It lets Google know that you are a real person creating an account.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> reads more complex texts to locate a single piece of information 			
	<ul style="list-style-type: none"> makes connections between sentences and between paragraphs in a single text 			
	<ul style="list-style-type: none"> follows the main events of descriptive, narrative and informational texts 			
	<ul style="list-style-type: none"> obtains information from detailed reading 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			
	<ul style="list-style-type: none"> uses limited range of vocabulary and punctuation appropriate to the task 			



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B3.2a	<ul style="list-style-type: none">• uses layout to determine where to make entries			
	<ul style="list-style-type: none">• begins to make some inferences to decide what information is needed, where and how to enter the information			
	<ul style="list-style-type: none">• makes entries using a limited range of vocabulary			
	<ul style="list-style-type: none">• follows instructions on documents			
D.2	<ul style="list-style-type: none">• selects and follows appropriate steps to complete tasks			
	<ul style="list-style-type: none">• locates and recognizes functions and commands			
	<ul style="list-style-type: none">• makes low-level inferences to interpret icons and text			
	<ul style="list-style-type: none">• performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature